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READING IMPROVEMENT BRANCH

COURSE DESCRIPTION

The Reading Improvement Course is an intensive seven-week program during which the employee is given instruction in the basic reading skills and supervised training utilizing mechanical and visual aids. The program is designed to increase the efficiency and productivity of agency personnel by developing speed of comprehension through systematic educational procedures. The course is offered to all agency employees; overt and covert classes are scheduled every eight weeks and classes for BIC trainees once a month.

In conjunction with the Basic Course the Branch sponsors two additional programs:

1. The Retention Program is designed to recall for periodic testing all trainees completing the Reading Improvement Course. A study of the results is made to further direct the training towards the needs of the Agency.

2. The Screening Program consists of lectures, testing, and evaluation and diagnostic interviews. This service is available to all employees and is conducted either individually or by groups.

FUTURE COURSES TO BE OFFERED BY THE BRANCH:

1. Foreign Language Developmental Reading Program: An intensive eight-week course designed to increase reading efficiency in foreign languages. The course includes diagnosis of reading ability in the foreign language, instruction in the use of effective perception techniques, practice at tachistoscopic recognition of words and phrases in the language, weekly timed reading exercises, and controlled reading in the language with use of the reading rate accelerator. A good vocabulary in the language and the ability to read with facility are necessary requirements for acceptance in the course. The first course will be offered in the French Language, 3 August 1953.

2. Advanced Reading Developmental Course: This course is an extension of the Basic Reading Improvement Course designed to further develop reading skills with special emphasis upon those skills most beneficial in the collection and analysis of information. The first advanced course will be offered in September.

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| Programs | No. of Classes | Dates | No. of Trainees | CLASS AVERAGES | | | | | | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Initial | | Final | | Retention | | |
| | | | | W.P.M. | Comp. | W.P.M. | Comp. | W.P.M. | Comp. | |
| UTG/A | 19 | 3 May 51 to 8 Aug 52 | 189 | 326 | 79.0% | 560 | 79.6% | - | - | |
| BIC | 11 | 23 July 51 to 31 July 53 | 273 | 420 | 82.9% | 701 | 80.3% | 651 | 84.6% | |
| Agency (DD/I and DD/A) | 12 | 8 Oct 51 to 28 Aug 53 | 404 | 328 | 78.9% | 564 | 82.3% | - | - | Office Representation:<br>ORR; OSI; OCD.....64.09%<br>OO; SO; OCI; OPD; COMPT.....28.73%<br>LO; GSO; MO; OGC; OTR; OIC... 7.16% |
| Agency (DD/P) | 12 | 7 Jan 52 to 28 Aug 53 | 178 | 294 | 83.8% | 511 | 85.5% | - | - | |
| Retention | 30 | 3 Dec 52 to 31 July 53 | 430 | - | - | - | - | - | - | Attached are the retention results for the BIC Program. |
| Screening | - | 24 July 52 to 1 Aug 53 | 60 | - | - | - | - | - | - | |
| Total | 84 | 3 May 51 to 31 Aug 53 | 1,554 | 334 | 81.6% | 567 | 82.6% | 651 | 84.6% | |

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FREE

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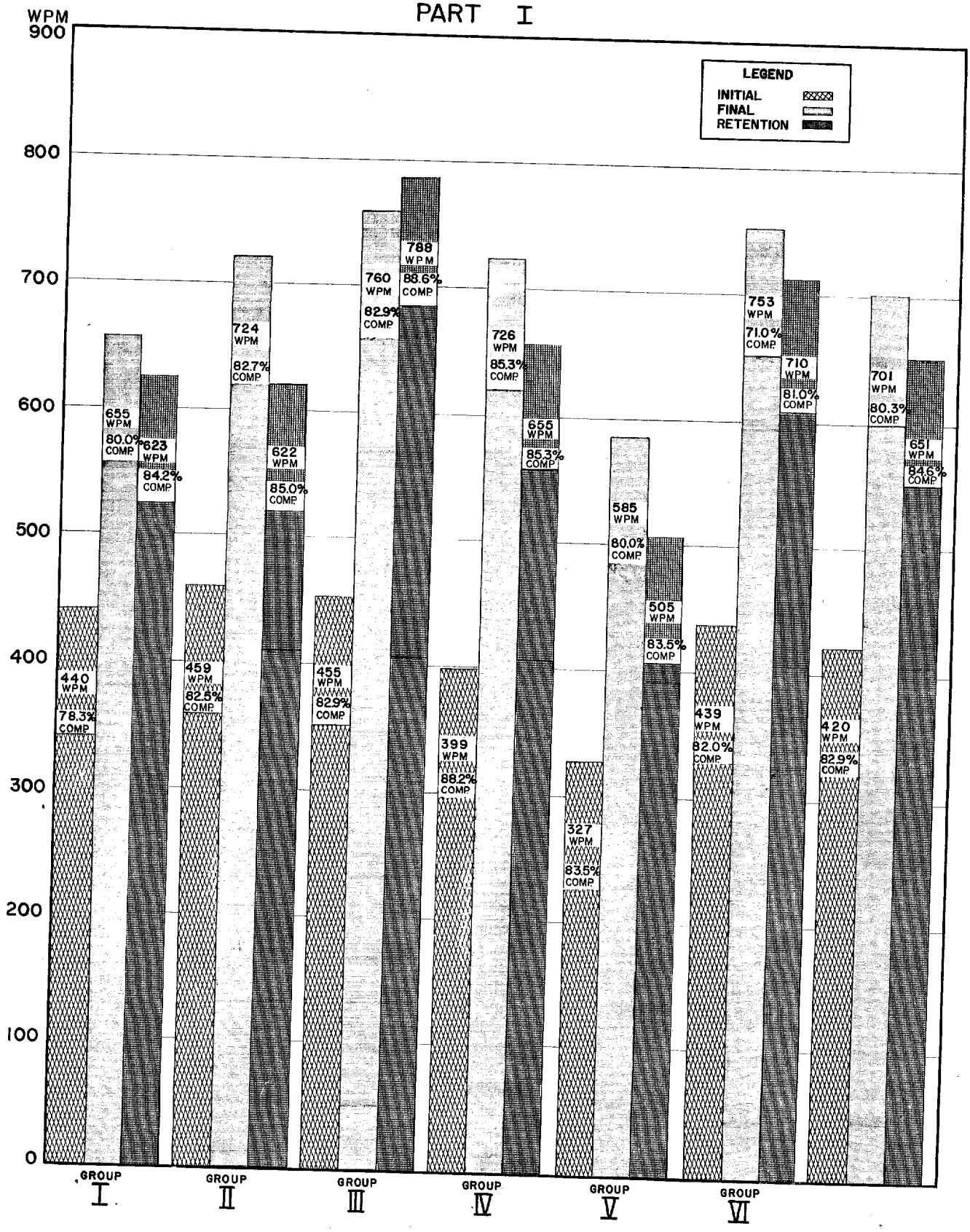
# READING RETENTION PROGRAM

## PART I

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